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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, D/S *fb*

DATE: 10 July 1957

FROM : Acting Chief, S/OM

25X1A9a SUBJECT: [REDACTED] Memo on Problems of Coordination

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1. I am transmitting [REDACTED] memo outlining problems involved in the coordination of analysts' papers and suggesting the issuance of a definition of the scope and role of coordination. I heartily agree with his suggestion. I might add that if and when such a directive is issued, it might urge the continued use of informal coordination. The directive could explain that the purpose of defining coordination is simply to inform analysts as to what is expected of them when they are asked to review a paper. They would, of course, continue to be free to pass on to the author any general suggestions about the paper, but those not coming under the formal definition of "coordination" would not require consideration by the author. Probably most reviewers who have extended their written comments beyond the reasonable limit of coordination have done so simply out of ignorance of what "coordination" should constitute.

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2. Perhaps this subject could provide a useful discussion item for one of [REDACTED] staff meetings.

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